

NAF PERSONNEL OFFICE (NNSY)
NORFOLK NAVAL SHIPYARD PORTSMOUTH

IN-HOUSE VACANCY ANNOUNCEMENT

1/22/04

Does not confer to Civil Service Status

POSITION: **Bowling Equipment Worker**

ANNOUNCEMENT # SY 27-04

Grade: NA-4819-04/05

Salary: \$8.04-\$9.03

LOCATION: MWR Department, Commercial Activities/NSA
Portsmouth, VA 23709

CLOSING DATE: January 27, 2004

AREA OF CONSIDERATION: MWR Dept., Commercial Activities Employees Only (1) Position, Flexible

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Adjusts, overhauls, installs and repairs bowling facility electrical and mechanical equipment, which may include automatic pinsetters, automatic ball returns, foul units, speed cradle stops, telescope units, automatic ball and pin cleaners, lane maintenance machines and hole borers. Assists in diagnosing malfunctioning equipment, referring to manuals for diagrams and specifications. Assists in disassembling and replacing or repairing electrical and mechanical parts or components using soldering irons, welding equipment, pliers, screwdrivers, wrenches and other hand tools. Cleans and lubricates machines, ball returns, pinsetters and other related mechanical equipment. Measures and regulates pinsetters using hand tools and gauges, periodically runs pinsetter through complete cycles and inspects for pinsetting accuracy. Assists in conditioning, maintaining and repairing bowling pins and lanes, repairing cracks, chips, splinters using plastic or wood lane stock; sands and recoats surfaces as needed. Complies with fire, safety, sanitation and security procedures and regulations. Keeps up-to-date on repair procedures, bowling center policies, written instructions and department directives. Assists in maintaining the bowling facility, such as mechanical, electrical and plumbing repairs; cleans and paints walls and ceilings, replaces air filters and assists with any related maintenance not performed by PWD. Assists with building maintenance and cleaning, to include stocking and cleaning bathrooms, picking up patron areas, and policing grounds including weeding, picking up trash, snow removal, etc. as assigned. Performs other related duties as assigned.

QUALIFICATIONS: Formal training in bowling equipment maintenance and repair is preferred but may be substituted by two years practical experience working on Brunswick or AMF bowling machines. Must possess documented ability to perform tasks involving general maintenance and repair of electrical, mechanical, painting and plumbing.

SPECIAL REQUIREMENTS: This position is subject to an irregular tour of duty, which may include evenings, weekends and holidays.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, Building 1559-A, Scott Center Annex, Norfolk Naval Shipyard, Portsmouth, VA 23709.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)